

~~CONFIDENTIAL~~

15 December 1960

MEMORANDUM TO: Director of Communications

FROM : Chief, Operations and Liaison Branch  
Finance Division

SUBJECT : Request for Increase of Funds [REDACTED]

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1. Your request dated 15 November 1960 to increase the Agency Imprest Fund [REDACTED] prompted a discussion with [REDACTED] of your office regarding the advantages of designating [REDACTED] for accounting purposes as [REDACTED]. A comparison of the imprest funds to the use of funds at [REDACTED] makes these advantages apparent.

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Imprest funds are established in the headquarters area for the purpose of making miscellaneous immediate payments of comparatively small amounts. Funds at [REDACTED] are for the purpose of making advances to installation employees, payments for general administrative and operational expenses of the installation, and for advances and payments in behalf of other individuals, projects, and installations.

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2. An accounting control is established over imprest funds to the extent reimbursement for disbursements from the fund is made only after review and approval of the disbursements. Since the disbursements anticipated to be made from such a fund are generally small in amount, the amount of cash to be maintained in the fund is correspondingly small.

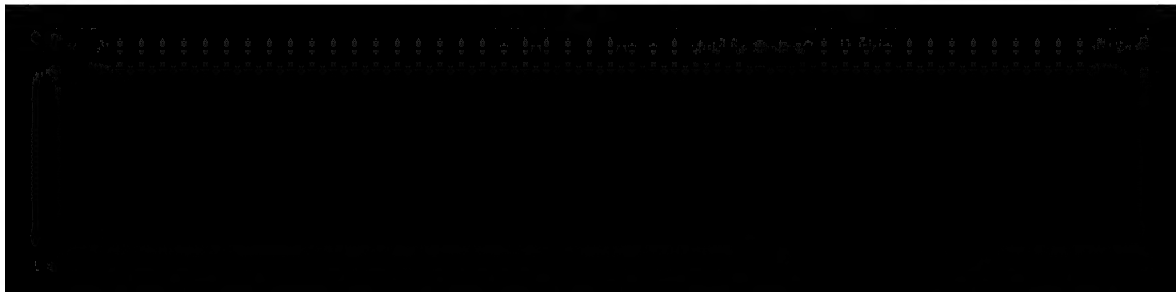
3. The funds [REDACTED] have been increased successively from an initial fund of \$2,500.00 to \$5,000.00 to \$7,500.00 to the present requested amount of \$15,000.00. The increased activity and the requirement for enough cash on hand to meet current needs supports the conclusion the installation [REDACTED] should be designated [REDACTED] installation for accounting purposes. Cash may be advanced to [REDACTED] installations as needed without regard to cash already disbursed either for station expenses, on behalf of another, or as authorized advances to personnel.

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5. The request for funds in the amount of [REDACTED] has been approved and the funds transmitted to the installation in the usual manner. Future funding may be accomplished by the submission of a Request for Advance, as is the present practice, dependent upon the need for cash at the installation. The balance of cash to be maintained should be commensurate with known and anticipated requirements.

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APPROVED:

Chief, Finance Division

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